

Policy: AD-03-01
Policy Title: Discretionary Spending
Policy Purpose: Set guidelines for spending
Implementation Date: 5/9/2003
Revision Date: N/A

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT
DISCRETIONARY SPENDING**

This policy is being written in order to set forth guidelines as they relate to discretionary spending. As stewards of the public dollar, we are all charged with being conscientious of our spending practices. Therefore, all discretionary spending shall only be approved after being approved by supervision. Specifically, the following items shall only be purchased through the Director's designee:

1. Gloves
2. Personal Protective Equipment (For example: gloves, safety glasses, boots)
3. Batteries
4. Tools
5. Uniforms

Please forward all requests to the Director's designee for consideration. In cases of emergencies, these guidelines shall be void.



Bruce A. Hauk, Director
Westfield Public Works